
Subject: Local Agency Staff Training – Ongoing Training

Effective Date: October 1, 2005

Revised from:

Policy: Training will be on-going as changes in federal regulations and systems mandate. Clarifications of Federal and State policies are included in Information and Policy memos mailed to the Local Agency (LA). The WIC newsletter and Information and Policy memos are mechanisms to alert the LA to information that will assist them in maintaining a quality WIC program.

Training may also include annual statewide training and periodic training via distance learning. Normally this statewide training will be the WIC Technical Meeting (WTM). At least one representative from each LA and clinic site must attend WTM.

Each WIC staff member is required to receive two training opportunities yearly that directly relate to their job duties. The LA must keep records documenting completion of training described in this policy.

Procedure:

1. Information and Policy memos and the WIC newsletter are considered training mechanisms. Clinics should ensure that all appropriate staff members have access to the information. Supervisors may need to point out specific items of importance to staff members in particular positions.
2. Annual statewide training will be planned for Local Agency (LA) staff based on policy and procedure changes, nutrition needs assessment, concerns identified during Management Evaluation visits and to support statewide goals. Normally this meeting will be the WIC Technical Meeting (WTM).
3. At least one representative from each LA and clinic must attend WTM. It may be appropriate for additional staff to attend WTM after considering the meeting agenda, LA budget and staffing.
4. Breastfeeding Peer Counselors and their supervisors must attend an annual breastfeeding training designated by the State Agency (SA).
5. The SA may require attendance at other training events.
6. A WIC Coordinator may request training modules and KWIC Online Training to use in improving the knowledge and skills of an existing employee. (See Local Agency Staff Training – New Employees.)
7. Each WIC staff member is required to receive two training opportunities yearly that directly relate to their job duties. This requirement includes WIC Clerks and Breastfeeding Peer Counselors, but excludes staff with only WIC Receptionist security clearance.

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8. Examples of this training include:

- a. Initial completion of training modules for a new employee or an employee who has new duties.
- b. Attendance at SA-sponsored training such as WTM.
- c. Attendance at workshops that cover issues specifically related to WIC job duties.
- d. Attendance at an inservice training on WIC -related issues presented or organized by LA staff.
- e. A staff representative attending a WIC -related workshop and presenting an inservice to LA staff.

9. The LA must keep records documenting completion of training described in this policy. LA policy may determine where documentation is filed, such as a WIC training file, inservice logs, and/or individual personnel folders. Records must be easily available for review by SA staff during Management Evaluation visits.